

View and Request Estimates using eRETA

Learn how to...

- 1) Search and view existing estimates in eRETA, and
- 2) Submit a Work Request to request GSA Requirements Development/Estimating Services

1 - Search and view existing estimates in eRETA

After logging into eRETA, click on “Estimates” which will bring up the Estimates Search screen. On this page, you can use various criteria to search for an estimate, e.g. search by Estimate Type, RWA Type, Work Location, and much more.

The screenshot shows the eRETA 'Estimate Search' interface. At the top, there is a navigation bar with 'ESTIMATES' highlighted. Below this is the search form, which includes fields for Estimate Type (OU), Est. Tracking No., Estimate Status (Approved), RWA Type, Agency Bureau Code (01513), Agency Name, Primary Work Site (Building) No., Building Name, Primary Worksite City, Primary Worksite State, Building Type, Estimate Region (04-SouthEast Sunbelt), PBS ORG Code, PCN, Estimate Label, Office Symbol, OA Number, Estimate Amount, Data Center/Server Room, Estimate Category, Created/Modified/Reviewed dates, and Estimated Start Date. The 'Search', 'Clear', and 'Export to Excel File' buttons are highlighted with orange boxes.

Below the search form is the 'Search Results' section, which displays a table of search results. The table has the following columns: Tracking Number, Estimate Status, Estimate Label, Estimate Category, RWA Type, RWA Number, Estimate Region, Agency Bureau Code, Primary Worksite (Building) No., PBS Organization Code, Office Symbol, Total Estimate Amount, Data Ctr/Server Rm, PCN, and OA N.

Tracking Number	Estimate Status	Estimate Label	Estimate Category	RWA Type	RWA Number	Estimate Region	Agency Bureau Code	Primary Worksite (Building) No.	PBS Organization Code	Office Symbol	Total Estimate Amount	Data Ctr/Server Rm	PCN	OA N
OUNC0151318120013	Approved	RWA	Stand-Alone	R	1798243	04	01513	NC0002AE	P0425503	4PXCA	\$3,326.55	Yes		
OUFL0151315181049	Approved	OA	Stand-Alone	R		04	01513	FL0033ZZ	P0425300	4PS1FM	\$196,922.45	No		
OUFL0151315181050	Approved	OA	Stand-Alone	R		04	01513	FL0033ZZ	P0425300	4PS1FM	\$105,435.48	Yes		
OUFL0151316194001	Approved	OA	Stand-Alone	R		04	01513	FL0033ZZ	P0425300	4PS1FM	\$105,075.43	Yes		
OUFL0151316194003	Approved	OA	Stand-Alone	R		04	01513	FL0033ZZ	P0425300	4PS1FM	\$194,934.26	No		
OUFL0151317081003	Approved	OA	Stand-Alone	R		04	01513	FL0033ZZ	P0425300	4PS1FM	\$198,388.59	No		
OUTN0151317142019	Approved	Leased Space	Stand-Alone	N	1728912	04	01513	TN2254ZZ	P0425404	4PXTA	\$770.00	No		
OUFL0151317207004	Approved	OA	Stand-Alone	R		04	01513	FL0033ZZ	P0425300	4PS1FM	\$107,512.48	Yes		

Estimates search screen allows users to query estimates based on various categories, as well as export estimate data to Excel.

After hitting the “Search” button, eRETA will display the search results at the bottom of the page. If there are more estimates than can fit on the page, you can move the bottom navigation bar to the right to access the remaining pages of estimate data. You can also export estimate data to an Excel file. Doing so will export all of the estimate data across all of the pages, not just the current page you are on.

2 - Submit a Work Request to request GSA Requirements Development/Estimating Services

Have a new project or service need, but unsure if your organization has sufficient funding for it and not sure where to start? Create a Work Request (WR) in eRETA and send it to GSA to get the process started! To send a WR, navigate to the "Data Entry" dropdown and click "Create Work Request". Once all required fields are completed you may click "Submit Request", and the Work Request will be automatically routed to the appropriate GSA region. GSA will then assign a project manager (PM) or other GSA point of contact (POC), who will be in touch with you to develop requirements such as scopes, estimates, schedules, etc.

As shown in the example below, you also have the ability to enter information in the optional Comments box. Here is where you could inform GSA that you are looking for an estimate for your project or service. Again this is optional and you may wait until GSA has assigned a PM/POC to your WR before making any specific requests.

The screenshot displays the eRETA interface for creating a Work Request. The 'DATA ENTRY' tab is selected. The form includes the following fields and information:

- Customer Information:** WR/RWA Number: W1798227, Status: New, Requested By: GSA Data Entry.
- Accounting Details:** Input Code: A, Customer Signature: GSA Region: 04, Estimate Tracking No: [Search]
- Customer Approval:** Agency Bureau: 01005-Judiciary-District Courts Of The United States
- PBS Information:** Primary Building State: Alabama, City: Tuscaloosa, Building Name: FEDERAL BUILDING-COURTHOUSE, Address: 2005 UNIVERSITY BLVD, Zip Code: 35401
- Authorizing Details:** Room Number/Specific Location in Facility: [Search], Requested Service Period: 11/04/2019 to 01/24/2020
- PBS Approval:** Overtime Utilities: No, Estimated Amount: \$2,500-\$150,000, Agency POC: john.doe@uscourts.gov (Name: Doe, John, Phone: (012) 345-8789), GSA PM/POC: [Add new...]
- Description of Requirements:** Courtroom renovations to include new flooring, windows, paint.
- Comments:** Identification of need for Fiscal Year 2020 - requesting estimate from GSA.

Buttons at the bottom include Delete, Save, **Submit Request** (highlighted), and Reset Form.

Create a Work Request in eRETA and send to GSA to start developing requirements such as estimates, schedules, etc.

As a reminder, beginning October 1, 2019, federal customers will be REQUIRED to do the following:

- Use eRETA to submit all Work Requests, RWAs and Amended RWAs to GSA.
- Utilize eRETA's digital signature functionality to sign RWAs

Still thirsty for more information and training on eRETA? Visit www.gsa.gov/ereta and/or email ereta@gsa.gov to let us know how we can better meet your needs to ensure a seamless conversion to going fully electronic with eRETA!